

Employment Application

An equal opportunity employer, Barnett's Hallmark does not discriminate in hiring or terms and conditions of employment because of an individual's race, color, religion, gender, national origin, citizenship, age, disability, sexual orientation or marital status. Barnett's Hallmark only hires individuals authorized for employment in the United States.



Date of Application: ____/____/____
 Position Desired: _____
 Schedule Desired: ____ FT ____ PT
 Salary Expected: \$ _____ per _____
 Date Available: ____/____/____
 Are you authorized to work in the U.S.?
 ____ Yes ____ No

PERSONAL INFORMATION

| | | | | | |
|------------------------|--------------|----------------|------------------------|--------------------------------------|---------------------------------------|
| Last Name | First Name | Middle Name | Social Security Number | | |
| Present Street Address | | City | State | Zip | How long? Yrs. _____ Mos. _____ |
| Present Street Address | | City | State | Zip | How long? Yrs. _____ Mos. _____ |
| Home Phone | Mobile Phone | E-mail Address | | Are you over 18? ____ Yes ____ No | |

EDUCATION

| HIGH SCHOOL | NAME | Degree/Area of Study | Activities | Number of Years Attended | Graduated ____ Yes ____ No |
|-------------|---------------|----------------------|------------|--------------------------|----------------------------------|
| | CITY STATE | | | | |
| COLLEGE | NAME | Degree/Area of Study | Activities | Number of Years Attended | Graduated ____ Yes ____ No |
| | CITY STATE | | | | |
| OTHER | NAME | Degree/Area of Study | Activities | Number of Years Attended | Graduated ____ Yes ____ No |
| | CITY STATE | | | | |

EMPLOYMENT HISTORY

List employment starting with your most recent position. Account for any time during this period that you were unemployed by stating the nature of your activities. **May we contact your current and previous employers?** ____ Yes ____ No

| Dates | Name and Address of Employer | Position Held and Supervisor | List Major Duties | Wages | Reason for Leaving |
|--|------------------------------|------------------------------|-------------------|----------|--------------------|
| From: ____/____ Mo. Yr. To: ____/____ Mo. Yr. | Name | Your Job Title | | Starting | |
| | Address | | | Final | |
| | Phone | Supervisor | | | |

| | | | | | |
|--|---------|----------------|--|----------|--|
| From: ____/____ Mo. Yr. To: ____/____ Mo. Yr. | Name | Your Job Title | | Starting | |
| | Address | | | Final | |
| | Phone | Supervisor | | | |
| From: ____/____ Mo. Yr. To: ____/____ Mo. Yr. | Name | Your Job Title | | Starting | |
| | Address | | | Final | |
| | Phone | Supervisor | | | |
| From: ____/____ Mo. Yr. To: ____/____ Mo. Yr. | Name | Your Job Title | | Starting | |
| | Address | | | Final | |
| | Phone | Supervisor | | | |

Have you ever been discharged from a job(s)? ____Yes ____No If yes, please provide details, including place(s) of employment, location(s), date(s), supervisor's name(s), and circumstances of the discharge(s):

ACADEMIC AND PROFESSIONAL ACTIVITIES AND ACHIEVEMENTS

| | |
|--|--------------|
| Academic and Professional Activities and Achievements, Awards, Publications or Technical-Professional Societies, indicate type or name. Exclude organizations which indicate race, creed, color, sex, sexual orientation, age, religion, disability or national origin of its members. | Date Awarded |
| | |
| | |

SPECIAL SKILLS

| |
|---|
| Other skills applicable to position applied for (e.g. computer proficiency) |
| |

MISCELLANEOUS

Is there any additional information involving a change of your name or assumed name that will permit us to check your work record?

Have you ever been employed by Hallmark Cards, Inc. or any Independent Hallmark store?
_____Yes _____No

Employer, Location, and Date:

Have you ever been convicted of, or plead guilty to, a crime for which the record has not been expunged or sealed? _____Yes _____No

At Barnett's Hallmark, a good attendance record is an important part of every associates overall performance. Do you know of any reason you may not be able to comply with Barnett's Hallmark attendance policy?

AVAILABILITY

| | SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|----|--------|--------|---------|-----------|----------|--------|----------|
| AM | | | | | | | |
| PM | | | | | | | |

Available Start Date:

We require all associates to be available at least 9 hours a week for scheduling:

Minimum # of hours available weekly: _____ Maximum # of hours available weekly: _____

Will you be available to work: Thanksgiving (weekend) _____Yes _____ No
Christmas (week prior) _____ Yes _____ No
Christmas (week after) _____ Yes _____ No

PLEASE READ THIS STATEMENT CAREFULLY

I hereby affirm that the information given by me on the application for employment is complete and accurate. I understand that any falsification or omission either on this application, or otherwise providing false information to the Company will be immediate grounds for dismissal, no matter when the falsification or omission is discovered. I authorize a thorough investigation to be made in connection with this application concerning my credit worthiness, credit standing, character, general regulation, personal characteristics, employment, education, and criminal record, whichever my be applicable for employment purposes. I understand this investigation may include personal interviews with third parties such as business associates. I further understand I have the right to make a written request within a reasonable period of time for complete and accurate disclosure of the nature and scope of the investigation.

If I am hired, I agree that my employment and compensation can be terminated with or without cause, and without notice at any time, at the option of Barnett's Hallmark or myself. I understand that, unless modified in written agreement signed by both me and the President of Barnett's Hallmark, no representative of Barnett's Hallmark has the authority to make any agreement for employment for a specified time or to make any other agreement contrary to the foregoing.

I have read and affirm as my own the above statements.

Applicants Signature: _____ Date: _____